



PROPERTY ACQUISITION APPLICATION FORM

APPLICANT DETAILS	
Name	
Home Address	
Postcode	
Contact Telephone	
Email Address	
SELLER/AGENT DETAILS	
Agent / Solicitor Name	
Contact Number	
Email	
Home Report Value	£
Fixed Asking Price (if applicable)	£
Offer Closing Date (if applicable)	
PROPERTY DETAILS	
Has the property been adapted? (e.g. stair lift, wet floor shower)	
If yes, please provide further details	
Have alterations been carried out that require consent or permissions? (e.g. room reconfiguration, wall removal)	
If yes, has a building warrant or planning permissions been obtained?	

Does the property have a valid Home Report?															
House Number															
Street															
Town															
Postcode															
Property Type															
Number of bedrooms															
Current Property Status	Select from the options below (x) <table border="1"> <tr> <td></td> <td>The property is currently vacant</td> </tr> <tr> <td></td> <td>I own and am the main resident</td> </tr> <tr> <td></td> <td>I own the property and have a tenant living there</td> </tr> <tr> <td></td> <td>Other, please specify.</td> </tr> </table>		The property is currently vacant		I own and am the main resident		I own the property and have a tenant living there		Other, please specify.						
	The property is currently vacant														
	I own and am the main resident														
	I own the property and have a tenant living there														
	Other, please specify.														
Requested status after sale	Select from the options below (x) <table border="1"> <tr> <td></td> <td>Vacant Property</td> </tr> <tr> <td></td> <td>Owner becoming Council tenant, living in the property</td> </tr> <tr> <td></td> <td>Private Tenant becoming Council tenant, living in the property</td> </tr> <tr> <td></td> <td>Landlord becoming Council Tenant, living in the property</td> </tr> </table>		Vacant Property		Owner becoming Council tenant, living in the property		Private Tenant becoming Council tenant, living in the property		Landlord becoming Council Tenant, living in the property						
	Vacant Property														
	Owner becoming Council tenant, living in the property														
	Private Tenant becoming Council tenant, living in the property														
	Landlord becoming Council Tenant, living in the property														
Current market status	Select from the options below (x) <table border="1"> <tr> <td></td> <td>Not yet on the market / advertised</td> </tr> <tr> <td></td> <td>For Sale on open market</td> </tr> <tr> <td></td> <td>Approached by Council for direct purchase</td> </tr> <tr> <td></td> <td>Owner approaching Council to sell their home</td> </tr> <tr> <td></td> <td>Landlord approaching Council to sell property</td> </tr> <tr> <td></td> <td>Auction Listing</td> </tr> <tr> <td></td> <td>Other, please specify?</td> </tr> </table>		Not yet on the market / advertised		For Sale on open market		Approached by Council for direct purchase		Owner approaching Council to sell their home		Landlord approaching Council to sell property		Auction Listing		Other, please specify?
	Not yet on the market / advertised														
	For Sale on open market														
	Approached by Council for direct purchase														
	Owner approaching Council to sell their home														
	Landlord approaching Council to sell property														
	Auction Listing														
	Other, please specify?														
TENANT INFORMATION (IF APPLICABLE)															
Name															
Contact Telephone															

Number of people in the household?	
APPLICANT AGREEMENT	
<p>The information you provide on this form will be held on our database. It will be used for the purpose of assessing and processing your application. The information will be held securely and will be used in accordance with the Data Protection Act 1998.</p> <p>The Council will use your information for the following purposes:</p> <ul style="list-style-type: none"> • To decide if the property is eligible for the Scheme. • To produce reports required for administration and monitoring purposes. • To gather statistical information for future planning. • To undertake quality assurance audits, including ensuring that the information you have provided has been properly recorded. • Data may also be matched with data held on other computer systems for the prevention and detection of fraud and to assist applicants who may benefit from services provided by East Ayrshire Council's Housing and Social Work Services. • To make necessary checks in relation to Sundry Debt owed to the Council, including Private Sector Housing Grant and Council Tax arrears. • Any outstanding debt identified as being owed to the Council will be deducted from sale proceeds prior to settlement. • The Council are under no obligation to purchase your property. You can market your property for sale or let while the Council considers your application for purchase if you wish to do so. <p>If you have provided tenant details, please be aware by signing this agreement you are confirming the tenant has given consent for their personal information to be shared with us and they are aware the Council may contact them directly.</p> <p>Please sign and date your application in the box below to indicate you agree with the above and that the information contained in your application is accurate.</p>	
Signed	
Date	

COMPLETED FORMS SHOULD BE RETURNED TO:

Empty Homes Officer

Landlordregistration@east-ayrshire.gov.uk

Tel. 07785446115